



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date 4/10/73		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed MAY 17 1973 73-363 MAY 18 1973	
2. Agency Application No. 73-17		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division - Drivers Services Section 959 E. Confederate Ave., S.E. Atlanta, GA		4. Person to Contact Mrs. Turner	
				5. Working Title Supervisor	6. Tel. No. 656-6150
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series		9. Exact Series Title Drivers <del>License</del> Record Request File			
10. What is the function of the office in which this record series is created? Department of Public Safety - Uniform Division  The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licenseing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relate to the request for information contained in Driver License records on file with the Georgia Department of Public Safety. File includes request for information and response to request. File arranged alphabetically by drivers name.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		4	6.	4      6.	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				weekly 2 of 3 times week.	
				AVERAGE DAILY REFERENCES	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES ☒ NO ☐
14. Is there a duplication of this series in another office or agency? [ ] ☒
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] ☒
16. Does the series contain classified information requiring security handling? [ ] ☒
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] ☒
18. Could the function be performed if the files were lost or destroyed? [ ] ☒
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] ☒
20. Does the record series provide data as input to an EDP file? [ ] ☒
21. Does the record series contain documentation produced as EDP printout? [ ] ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] ☒

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Destroy immediately after cut-off.
- ☐ Other: (Specify)

☒ Concur ( ) Nonconcur

*[Signature]*  
Director Drivers License

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	April 30, 1973		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	7-1-73
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-17-73
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-15-73
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-17-73

STATE RECORDS  
COMMITTEE